

19 NOV 1982

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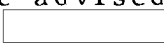
MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM:



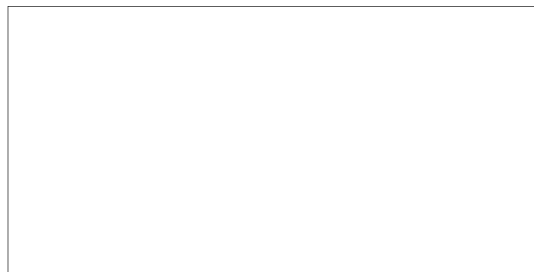
Executive Officer to the DDA

SUBJECT: Official Transportation During Snow Emergencies

1. The Logistics Services Division (LSD/OL) is currently in the process of updating its emergency transportation plan which is to be implemented in the event weather conditions render public transportation immobile. It is requested that you submit a listing of essential individuals in your component who might require official transportation during snow emergencies. Also provide the name and home telephone number of your designated contact officer who will be notified when the emergency transportation plan is implemented. Each individual on your list should be advised that it will be his or her responsibility to contact LSD on  and request this service.

2. Please bear in mind while compiling your list that resources available to LSD in terms of drivers and vehicles equipped to cope with extremely hazardous road conditions are severely limited and are subject to the same constraints that frequently immobilize other forms of transportation. Your list, therefore, should be limited to those individuals who have been designated in writing as absolutely essential to the continuing operation of the Agency, who need transportation, and who live within the close vicinity of the Headquarters Building.

3. It is requested that your list be forwarded complete with name, title, address, and home telephone number to this Office by 7 December 1982.



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Distribution:

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